Office of the Chief Financial Officer

Integrated Financial Management Program

Core Financial

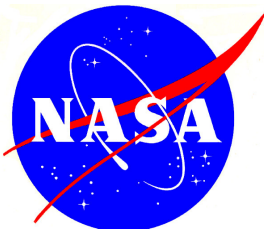*Course Name: Report Generation –*

Budget Execution

Data Packet

National Aeronautics and
Space Administration

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TOPIC 3-6: No data or script/user procedures required.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 1: Select Criteria

In this activity select criteria (e.g., dynamic selection and multiple selection, range and single selection) that will provide information needed from the Fund Status Cumulative query. In addition, save the selected criteria as a variant for later use.

Note: When searching any report/query, complete as much of the search criteria as possible to reduce processing time and the number of records to be found.
Also, do not closeout the report after completing this exercise so it can be used in the next exercise.

Step 1: Enter Selection Criteria and Execute Report

FIELD	DATA
Transaction Code	ZNASAST5 (NASA Fund Status Cumulative Report)
Fund	SAT29*; SAT292001R-SAT292002R HSF542001R-HSF542002R,
Fiscal Year	2002
To Fiscal Year	2002
Multiple Selections	Select
Red Excludes Tab	Select
Ranges	SAT292001R to SAT292002R
Green Select Intervals Button	Select
Ranges	HSF542001R to HSF542002R
Copy	Select
Execute	Select

Step 2: Save Selection Criteria as Variant
1. Use **green arrow** to go back to the Input screen.
2. Enter **selection criteria** from above.

From the Menu bar: **Go to→Variants→Save As Variant**.

FIELD	DATA
Variant Name	First name
Description	Make one up
Save	Select
Execute	Select

3. From the **Menu bar**: **Go to→Variants→Get**
4. **Double-click** on YOUR variant**.**
5. **EXECUTE.**

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the OLQR.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 2: Drill Down

In certain cases, one may want to see more detailed information concerning a particular record. In SAP, a double-click on a record within the report will drill down to more detailed information. Drilling down will take one to the source document of the record. In this demonstration drill down to more detailed information of a record on the report we ran in the previous activity.

Note: Do not closeout the report after completing this exercise so it can be used in the next exercise.

FIELD	DATA
Transaction Code	ZNASAST5 (NASA Fund Status Cumulative Report)
Drill down	Fund and Fund Center
WBS Element	62-721-10-01 through 62-721-10-84
Execute	Select

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the OLQR.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 3: Display Layout

In this activity, adjust the layout of the report in order to view the report in a way that better suits your requirements. Sort ascending and descending by a characteristic.

Note: Do not closeout the report after completing this exercise so it can be used in the next exercise.

FIELD	DATA
Transaction Code	ZNASAST5 (NASA Fund Status Cumulative Report)
Sort ascending	Unliquidated
Sort descending	Committed

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the OLQR.

TOPIC 1: SAP R/3 Report Generation

ACTIVITY 4: Print and Export a Report

For this activity export the report to Excel.

Note: The report will not actually be printed due to time constraints and paper waste. Save the report to the desktop and open the file with Microsoft Excel.

FIELD	DATA
Transaction Code	ZNASAST5 (NASA Fund Status Cumulative Report)
File Name	(Your name) Report.date

NOTE: To complete activity, refer to the Executing R/3 Analysis Report in Foreground user procedure within the OLQR.

TOPIC 2: BW Report Generation

ACTIVITY 1: Running a BW Query from a Web Browser

In this exercise run the Available Budget Balance – Non-Reimbursable query via the web browser. In addition, utilize the following functions:
- Select criteria
- Filter
- Sort
- Drilldown
- Format the report
- Save the report as a web page
- Export the report to Excel

FIELD	DATA
Report Name	Available Budget Balance – Non-Reimbursable
Center	62
Operating Plan	10
Fiscal Year	2002
Fund	HSF542001D through HSF542002D
Insert Row	Select
Filter Fund	HSF542002D, HSF542001D, and HSF522002D
Filter Fund Center	62-376-10 62-377-26 62-721-10 62-721-25 62-721-26 62-721-30 62-721-40
Drilldown in the Rows	Fund Center
Export into Excel	MS Excel 2000 File

NOTE: To complete activity, refer to the Running a BW 3.0 Query from a Web Browser user procedure within the OLQR.